



MILWAUKEE COUNTY
Behavioral
Health
Division

myAvatar™

Tips and Tricks



Crisis Discharge Summary/Crisis Discharge Summary Patient Acknowledgment Forms and Report- Use the guidelines below for completing these forms in Avatar and running the associated report.

Crisis Discharge Summary- to be completed by Provider

The Crisis Discharge Summary (CDS) Form in Avatar replaces the paper form currently in use and has the same components. There is an important additional checkbox (Is this discharge summary complete?) at the end of the form and some workflow components that are different from the paper form, listed below.

- Generally, the Medical Screening and Status of EMC is completed prior to the CDS, and will automatically populate the Emergency Medical Condition section in the CDS.

The screenshot shows the 'Crisis Discharge Summary' form in the Avatar system. The 'Emergency Medical Condition (non-psychiatric)' section is highlighted with a red box, showing the 'No' checkbox selected. Other sections visible include 'Assessment Date' (12/18/2018), 'Disposition' (Other selected), and 'Safety Plan'.

- Complete the Medications Prescribed section (including none as needed) for medications prescribed. You will not enter (as you did on the paper form) medications administered as medications administered will auto-populate on the report given to the patient only and not appear on the form.

The screenshot shows the 'Medications Prescribed' section. It includes a checkbox for 'Prescription given to patient' (Yes selected), a text field for 'Dispense Medication and Dose' (alprazolam 0.25mg TIDPRN), and a text field for 'Indication' (anxiety). There are also fields for 'Prescription faxed/called in' (No selected) and 'Pharmacy name and number' (4144144141 pharmacy test).

- There is a new checkbox at the end of the form to indicate the form is complete in it's entirety. Click 'Yes' in the checkbox when all sections are complete and you are the final submitter. It's very

important to select 'Yes' when the form is complete as this indicates to nursing staff that the Crisis Discharge Summary Patient Acknowledgement Form is ready for the patient's signature.

Other Appointment
Safety Plan

Submit

Internal Coping Strategies : Things you agree to try to take your mind off my problems

1 test coping

2

3

My Supports

People or places I can use to help me distract

1 test supports

2

3

People I agree to call for help

1 test calling for help

2

3

Please check this box below to confirm that this form is complete in it's entirety.
Is this discharge summary complete?

☒ Yes

Crisis Discharge Summary Patient Acknowledgement Form and Report- to be completed by Nurse

- Clicking 'Yes' to discharge summary complete on the CDS triggers a message that appears on a new widget in the Crisis Discharge Summary Patient Acknowledgement Form. The widget will indicate if the CDS is **Complete**, is **Not complete**, or if the form is **Not Started**. Do not have the patient sign and submit the form until a provider has submitted the CDS as **Complete**. (See your Manager for assistance if the CDS is not Complete and the patient is due to leave the facility.)

Chart Crisis Discharge Summary Patient Acknowledgement

Patient Acknowledgement

Submit

Print Date: 12/18/2018

Print Time: 11:44 AM

Who is signing this discharge summary?

☒ Patient ☐ Legal Guardian

Patient or Legal Guardian Signature

Get Signature

Crisis Discharge Summary

Is this Complete?

Yes Complete

- If the patient declines to sign the acknowledgement form, select the 'Yes' checkbox and indicate why the patient declined to sign the form.

Chart Crisis Discharge Summary Patient Acknowledgement

Patient Acknowledgement

Submit

Print Date: 02/13/2019

Print Time: 01:27 PM

Who is signing this discharge summary?

☐ Patient ☐ Legal Guardian

Patient or Legal Guardian Signature

Get Signature

Patient Declined

☒ Yes

Why declined?

- Upon submitting the form, the Crisis Discharge Summary Report given to the patient is automatically generated and ready to print to the default printer. The report may be several pages long so adjust the printer settings as needed.